

Sending Money, Mail, and Property to CCI Inmates

November 18, 2014

Sending Money (with or without correspondence)

To send money to an inmate at CCI, it will need to be in the form of a cashier's check or money order (cash or personal checks or bank checks that do not indicate Cashier or Personal Money Order will **NOT** be accepted). Government, Tribal, and refund checks are allowed. Money received must contain the following information:

- Inmate's full name and DOC number.
- Family/Friend full name and return address.

Address to send to:

Columbia Correctional Institution
(Inmates Name and DOC Number)
PO Box 999
Portage WI 53901

Sending Mail (no money)

Inmate mail without money will not be accepted at the PO Box Number listed above (999). Mail without inmate money is sent to:

Columbia Correctional Institution
(Inmates Name and DOC Number)
PO Box 950
Portage WI 53901

Sending Property

To send inmate property, please follow the Department of Corrections policies on approved property and limits, and purchase items from available vendor catalogs. All Property items must be shipped directly from retail and be sent with a receipt. No property items can come in during visits.

Vendor Catalog contact information:

Union Supply Direct
Dept. 500 PO Box 309
Groveport, OH 43125-0309
Toll Free: 1-855-247-6093
Fax: 1-866-401-5085
Website: www.wiinmatepackage.com

Jack L. Marcus
5300 W. Fond du Lac Avenue
Milwaukee, WI 63216-1348
Toll Free: 1-800-236-2611
Fax: 1-800-643-9992
Website: www.JLMarcusWisconsin.com

Packages for inmate should be sent to:

Columbia Correctional Institution
(Inmates Name and DOC Number)
PO Box 950
2925 Columbia Drive
Portage WI 53901